

# Final Subdivision Plat Application

Charles County Government

Department of Planning & Growth Management

Post Office Box 2150, La Plata, Maryland 20646

**NOTE: A RESUBMISSION FEE OF \$50.00 IS CHARGED FOR EACH SUBMISSION AFTER THE 2ND REVIEW, AND FOR ALL ADDITIONAL REVIEWS.**

Application is hereby made for approval of the Final Subdivision Plat hereinafter described.

Proposed Plat Name

Plat Type - XCS, XIS, XRS, XNL

XCS: Commercial Subdivision. Resubdivision or creation of one or more lots in the Commercial Zones.

XIS: Industrial Subdivision. Resubdivision or creation of one or more lots in the Industrial Zones.

XRS: Residential Subdivision. Resubdivision or creation of two or more lots in the Residential Zone.

XNL: Plats creating "no new lots" in any zoning classification.

a) Plats showing a boundary survey for only one lot of record.

b) Plats of correction; Boundary Line Adjustment.

c) Plats of Consolidation.

d) Easement Plats- plats recording easements only.

## For Permit Administration Use:

Date Submitted

Fees Paid

File Number Assigned

Staff Initials

Plat Type

Approval/Planning Initials

\_\_\_\_ Nine Paper Copies \_\_\_\_ Appl. Completed

\_\_\_\_ Appropriate Fees \_\_\_\_ Two Site Plans

Applicant's Name/Contact Person

Engineer/Surveyor Company Name/Contact Person

Address City, State Zip Code

Address City, State Zip Code

Phone Number Facsimile Number

Phone Number Facsimile Number

Owner's Name

Phone Number

Owner's Address

City, State

Zip Code

Development District  
(In/Out)

Priority Funding Area  
(In/Out)

Property Tax Number

Preliminary Plan No.

Date of Approval

Number of Proposed New Lots

Tax Map, Grid, Parcel, Block & Lot

Election District

Census Tract

Current Zoning

Acreage of Entire Tract

Residue Property (Y/N)

If yes, how much?

Purpose of Subdivision

Does this property have public water and/or sewer? (Y/N)

What is the total acreage of residential building lots shown on the plat?

Four (4) copies of the Concept Stormwater Management Plan, Completed Concept Stormwater Management Plan Application & Minimum Review Fee have been provided directly to Codes, Permits, & Inspection Services. (Y/N)

Have any restrictions been placed on the property? (Y/N) \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

Has the property been the subject of a rezoning, special exception or variance? (Y/N) \_\_\_\_\_ If so, please identify, provide file number and date of approval. \_\_\_\_\_

If the parcel contains residue property, has adequate access for the residue been provided? (Y/N) \_\_\_\_\_

Since June 15, 1976, how many times has the property been the subject of a subdivision, either as a lot or portion thereof, or as a residue property? \_\_\_\_\_ Provide a written history of the property since June 15, 1976 with an exhibit illustrating parcel lines as of 1976. Is this included? \_\_\_\_\_

Is the property located within 1,000 feet of any tidal waters, tidal wetlands or tributary streams of the Chesapeake Bay (Chesapeake Bay Critical Area-CBCA)? (Y/N) \_\_\_\_\_

Are there tidal or non-tidal wetlands or other areas of environmental concern located on the property? (Y/N) \_\_\_\_\_

"Is there any proposed open space located on the attached final plat? \_\_\_\_ Yes \_\_\_\_ No. If the answer is 'yes', please complete the following Net Open Space Data Calculation Table."

### CHARLES COUNTY NET OPEN SPACE DATA CALCULATIONS

Instructions:

- 1) The following table must be completed for all Cluster Final Plats of Subdivision with proposed open space.
- 2) Follow the instructions below to complete the table.

| <b>**Enter area totals in boxes at right**</b> |                                 |   | <b>IN ACRES</b> |             |
|--|---------------------------------|---|-----------------|-------------|
| <b>A1</b>                                      | <b>TOTAL PLAT AREA</b>          |   |                 | <b>(A1)</b> |
| <b>2</b>                                       | (Minus)                         | Total area of cluster lots (not including agricultural lots)  | <b>(A2)</b>     |             |
| <b>3</b>                                       | (Minus)                         | Total area of conventional lots   | <b>(A3)</b>     |             |
| <b>4</b>                                       | (Minus)                         | Total area of public use lots   | <b>(A4)</b>     |             |
| <b>5</b>                                       | (Minus)                         | Total area of outlots   | <b>(A5)</b>     |             |
| <b>6</b>                                       | (Minus)                         | Total area of stormwater management lots  | <b>(A6)</b>     |             |
| <b>7</b>                                       | (Minus)                         | Total area of public road dedication  | <b>(A7)</b>     |             |
| <b>8</b>                                       | (Minus)                         | Total area of any land outside of open space and outside of agricultural use lots, but not included above | <b>(A8)</b>     |             |
| <b>B1</b>                                      | <b>GROSS AREA OF OPEN SPACE</b> |   |                 | <b>(B1)</b> |
| <b>2</b>                                       | (Minus)                         | Resource Protection Area (RPZ) included within Open Space   | <b>(B2)</b>     |             |
| <b>3</b>                                       | (Minus)                         | Area of Isolated Wetlands (not associated with RPZ) within Open Space                                     | <b>(B3)</b>     |             |
| <b>C1</b>                                      | <b>NET NEW OPEN SPACE</b>       |   |                 | <b>(C1)</b> |

- 3) In **(A1)**, enter the total plat area in acres.
- 4) In **(A2)**, enter the total area (in acres) of cluster lots, but do not include agricultural lots.
- 5) In **(A3)**, enter the total area (in acres) of conventional lots, if applicable. If none, enter "0".
- 6) In **(A4)**, enter the total area (in acres) of public use lots, if applicable. If none, enter "0".
- 7) In **(A5)**, enter the total area (in acres) of outlots, if applicable. If none, enter "0".
- 8) In **(A6)**, enter the total area (in acres) of stormwater management lots, if applicable. If none, enter "0".
- 9) In **(A7)**, enter the total area (in acres) of public road dedication, if applicable. If none, enter "0".
- 10) In **(A8)**, enter the total area (in acres) of any land outside of open space and outside of agricultural use lots that is not included in any of the lot categories in **(A1)** through **(A8)**, if applicable. If none, enter "0".
- 11) In order to calculate **(B1)**, the Gross Area of Open Space, subtract lines **(A2)** through **(A8)** from **(A1)**.
- 12) In **(B2)**, enter the Resource Protection Area included within Open Space, if applicable. If none, enter "0". Please note that the area can be measured in CAD or GIS.
- 13) In **(B3)**, enter the area of Isolated Wetlands (not associated with RPZ) within Open Space, if applicable. If none, enter "0".
- 14) In order to calculate **(C1)**, the Net New Open Space, subtract lines **(B2)** through **(B3)** from **(B1)**.

**Final Subdivision Plat Preparation Checklist:**

Please circle each item to indicate that it is included for a complete package or does not apply.

|     |     |   |   |
|-----|-----|---|---|
| Yes | N/A | Nine (9) paper prints of the Subdivision Plat   | For Planning Department Use:<br>_____ Nine paper copies |
| Yes | N/A | Appropriate Fees  | _____ Appropriate Fees                                  |
| Yes | N/A | Plat scale 1"=100" or larger (if not, a waiver needs to be included in submittal)   | _____ Correct Scale                                     |
| Yes | N/A | Completed, Signed, and Dated "Application for Approval, Final Subdivision Plat"   | _____ Application completed                             |
| Yes | N/A | Forest Conservation Stand Delineation and Conservation Plan, or other means of compliance (if applicable)   | _____ Means of compliance                               |
| Yes | N/A | Two (2) Site Plans (copy of final plat)   | _____ Property History Exhibit                          |
| Yes | N/A | Copy of Deed restrictions or Homeowner's Association documents  | _____ Copy of Deed or Homeowner's Association Documents |
| Yes | N/A | For parcels claiming either Real Estate Transfer Exemptions or Intrafamily Transfer Exemption, submittal of a Declaration of Intent   | _____ Declaration of Intent                             |
| Yes | N/A | Copy of approved MDE water and sewer permits, approved water/sewer allocation (if applicable)   | _____ MDE water/sewer permits                           |
| Yes | N/A | Copy of preliminary plan approval (if applicable)   | _____ Preliminary plan approval                         |
| Yes | N/A | Affidavit of Intent for the use of Transfer Development Rights (TDR), (if applicable)   | _____ TDR   |
| Yes | N/A | Copy of School Allocation Granting Letter, if applicable. For properties located in the CBCA.   | _____ Planting/Forest Mgmt Plan                         |
| Yes | N/A | Planting and forest management plans, if necessary, to be approved by Planning Office and Bay Forester.   | _____ Open space plan                                   |
| Yes | N/A | Open space maintenance plan for common open space, habitat protection areas or recreation areas.  | _____ Shoreline Erosion Plan                            |
| Yes | N/A | Shoreline erosion plan, where warranted.  | _____ Open Space Data Sheet                             |
| Yes | N/A | Open Space Data Sheet.  |   |
| Yes | N/A | History of property: The creation of more than a total of five (5) lots, from a parcel that was in existence on June 15, 1976, or seven (7) Lots from a parcel, residue or remainder in existence on December 31, 2012; provided that any lot resulting from a recorded deed or subdivision plat prior to December 31, 2012, cannot be considered a "parcel" for purposes of this section [Section 17: Minor Subdivisions]. |   |
| Yes | N/A | Four (4) copies of the Concept Stormwater Management Plan, Completed Concept Stormwater Management Plan Application & Minimum Review Fee have been provided directly to Codes, Permits, & Inspection Services.  |   |

The applicant hereby certifies that this application for final subdivision plat approval is complete and that the information provided is correct. Incomplete applications will not be accepted for review and will be returned to the applicant within three (3) working days of the initial submittal date. *If representing the property owner include a letter of authorization.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**NOTE: A RESUBMISSION FEE OF \$50.00 IS CHARGED FOR EACH SUBMISSION AFTER THE 2ND REVIEW, AND FOR ALL ADDITIONAL REVIEWS.**

**All required items must be included with the application at the time of the submittal or the application packet will be returned.**

**IMPORTANT PLEASE NOTE:** All publications located within the Planning and Growth Management section of the web site are believed to be accurate as of their posting date. However, they may not be accurate on the day you view them. To verify whether these documents are the most current official document, please contact the division associated with the document in question.

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# Final Subdivision Plat Application – Line Total Calculation Sheet

Charles County Government  
Department of Planning & Growth Management  
Post Office Box 2150, La Plata, Maryland 20646

Subdivision Name: \_\_\_\_\_

Application Date: \_\_\_\_\_

## **FEE TOTALS**

Provide the totals for each line from each calculation sheet. *Totals are required for proper processing.*

**List the totals for the corresponding Line from each calculation sheet below (That is, calculate the amounts for all “Line 1A” areas for each plat sheet):**

**Line 1A** (Plats with 1 lot) Total (for entire plat) \_\_\_\_\_

**Line 1B** (Plats with 2 to 5 lots) Total (for entire plat) \_\_\_\_\_

**Line 1C** (Plats with over 5 lots) Total (for entire plat) \_\_\_\_\_

**Line 2A** (1 to 5 lots) Total (for entire plat) \_\_\_\_\_

**Line 2B** (6th lot or over) Total (for entire plat) \_\_\_\_\_

**Line 3** (NPDES Lots) Total (for entire plat) \_\_\_\_\_

**Line 4** (CBCA Fee) Total (for entire plat) \_\_\_\_\_

**Line 5** (Recording Fee) Total (for entire plat) \_\_\_\_\_

**Line 6** (Total Fee) Total (for entire plat) \_\_\_\_\_.

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# Final Subdivision Plat Application – Calculation Guide Sheet

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Subdivision Name: \_\_\_\_\_

Application Date: \_\_\_\_\_

## Calculation Guide Sheet

| Sheet # | Plat Fee | Lot Fee | NPDES Fee | CBCA Fee | Recording Fee | Totals |
|---------|----------|---------|-----------|----------|---------------|--------|
| 1       |          |         |           |          |               |        |
| 2       |          |         |           |          |               |        |
| 3       |          |         |           |          |               |        |
| 4       |          |         |           |          |               |        |
| 5       |          |         |           |          |               |        |
| 6       |          |         |           |          |               |        |
| 7       |          |         |           |          |               |        |
| 8       |          |         |           |          |               |        |
| 9       |          |         |           |          |               |        |
| 10      |          |         |           |          |               |        |
| 11      |          |         |           |          |               |        |
| 12      |          |         |           |          |               |        |
| 13      |          |         |           |          |               |        |
| 14      |          |         |           |          |               |        |
| 15      |          |         |           |          |               |        |
| 16      |          |         |           |          |               |        |
| 17      |          |         |           |          |               |        |
| 18      |          |         |           |          |               |        |
| 19      |          |         |           |          |               |        |
| 20      |          |         |           |          |               |        |
| TOTALS  |          |         |           |          |               |        |

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# Final Subdivision Plat Application - Fee Calculation Sheet

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Subdivision Name: \_\_\_\_\_

Application Date: \_\_\_\_\_

**Each Plat Sheet Must Have Its Own Calculation Sheet. Sheet #: \_\_\_\_\_**

## Step 1 - Plat Fee

Determine how many lots are on the proposed plat. If the plat contains only one (1) lot, fill in **Line 1A** with the required amount of \$180.00. If the plat has between two (2) and five (5) proposed lots, fill in **Line 1B** with the required amount of \$364.00. If the plat has over five (5) lots, then fill in **Line 1C** with the required amount of \$874.00.

**PLEASE NOTE: Each sheet of a plan is charged a fee.** All pages of a plan are reviewed and therefore are charged the minimum base rate of a 1 lot plan review (e.g. note and composite sheets, and plats of correction, etc.). *The only plats that are exempt are Boundary Survey and Condominium Plats which are charged: \$46.00 plus the base rate fee (1 lot fee-\$5.00) plus the \$5.00 recording fee for the first page plus a recording fee for each additional plat page.*

|                    | # of lots              | fee   |       |
|--------------------|------------------------|-------|-------|
| <b>Line 1A</b>     | Plats with 1 lot       | _____ | _____ |
| <b>Line 1B</b>     | Plats with 2 to 5 lots | _____ | _____ |
| <b>Line 1C</b>     | Plats with over 5 lots | _____ | _____ |
| Total Step 1 _____ |                        |       |       |

## Step 2 - Lot Fee

Assess each individual lot for a lot fee. If the plat contains one (1) to five (5) lots then assess each lot at \$5.00. If the plat has six (6) lots or more, then assess the first 5 lots at \$5.00 and enter the amount on **Line 2A**, then assess any lots over 5 at \$10.00 each and place on **Line 2B**.

|                |                 |                         |                    |
|----------------|-----------------|-------------------------|--------------------|
| <b>Line 2A</b> | 1 to 5 lots     | _____ X \$5.00 = _____  |                    |
| <b>Line 2B</b> | 6th lot or over | _____ X \$10.00 = _____ | Total Step 2 _____ |

## Step 3 – National Pollution Discharge Elimination System (NPDES) Fee

Assess each new potentially buildable lot proposed in the development district. Potentially buildable lots are any lots, outlots, and residue parcels which meet the zoning requirements of a buildable lot. Not included as potentially buildable lots are open space, right-of-ways, and one remainder of the original (parent) tract.

|        |      |                          |                    |
|--------|------|--------------------------|--------------------|
| Line 3 | lots | _____ X \$127.00 = _____ | Total Step 3 _____ |
|--------|------|--------------------------|--------------------|

## Step 4 - CBCA Final Plat Fee

|   |                    |
|---|--------------------|
| If any portion of the plat lies within 1000 ft. of mean high water, \$137.00 fee is applicable. | Total Step 4 _____ |
|---|--------------------|

## Step 5 - Recording Fee

|               |  |                    |
|---------------|--|--------------------|
| <b>Line 5</b> | Number of plat sheet(s) _____ X \$5.00 | Total Step 5 _____ |
|---------------|--|--------------------|

## Step 6 - Total Fee

The fees from Step 1 through Step 5 should be added together and entered on the **Total Due** line.  
This total amount is to be submitted with the Final Subdivision Plat Application.

**Total Due** \_\_\_\_\_

\*Note - This form is not valid after 06/30/15.

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